

TENNESSEE EDUCATION LOTTERY CORPORATION

Invitation to Bid

A. PURPOSE

The Tennessee Education Lottery Corporation (“**TEL**”) is soliciting bids for the following services and/or products:

Used SteelCase Workstation

Minimum requirements for this Invitation to Bid (“**ITB**”) are defined in **Section G, TECHNICAL CONSIDERATIONS AND REQUIREMENTS.**

B. GENERAL INFORMATION AND SCHEDULE

This ITB has been issued on Thursday, December 18, 2003. Questions and requests for clarifications relating to this ITB should be directed to Jasmine Batth, who can be reached at:

Tennessee Education Lottery Corporation
Plaza Tower MetroCenter
200 Athens Way
Nashville, TN 37228
Telephone: 615-253-1108
Facsimile: 615-253-6886

Responses to this ITB are due no later than **5:00 p.m.** Central Time on ***Friday, December 19, 2003.***

C. EQUAL OPPORTUNITY

The TEL prohibits discrimination on the basis of race, color, gender, religion, national origin, or disability in connection with employment of any person, or the award of any contract with the corporation.

The TEL will provide equal opportunities without regard to race, color, gender, religion, national origin, or disability, by requiring that any firm doing business with the corporation provide equal opportunity to persons and businesses employed by, or contracting with the supplier of products and services to the Corporation.

D. MINORITY PARTICIPATION

It is an overall objective of the TEL to encourage involvement by minority contractors and suppliers in business activities generated by the Corporation, while assuring that such activities will be conducted in accordance with all applicable laws. Furthermore, in accordance with the Tennessee Education Lottery Implementation Law, it is the declared policy and intent of the

Corporation to strive to maximize participation of minority owned businesses to achieve a minimum participation of fifteen percent (15%) through all business contracting opportunities.

Firms interested in doing business with the TEL will be required to complete Exhibit A (Minority-Owned Business Utilization Plan) at contract award and include within its bid response a short narrative describing its commitment to assist the Corporation in striving to maximize participation of minority-owned businesses.

E. NON-EXCLUSIVE RIGHTS

The TEL does not intend to grant any entity the exclusive rights to provide all equipment, materials, and services required by the TEL during the period covered by any contract resulting from this ITB.

F. ACCEPTANCE

The TEL reserves the right to accept or reject any and all bid responses, and to negotiate with any or all vendor(s) in any manner necessary to serve the Corporation's best interests.

G. TECHNICAL CONSIDERATIONS AND REQUIREMENTS

Categories to be evaluated include:

Cost
Condition of Product
Date Product Available for Pick-up

The bid responses should address the following used steelcase workstation parts:

<u>Qty</u>	<u>Description</u>
40	45" x 25" Desk Units
40	65" HI x 45" WIDE PANELS
48	65" HI x 30" WIDE PANELS
16	FINISH ENDS
32	CONNECTORS
40	3 DRAWER PEDESTALS
MISC ELECTRICAL PARTS FOR CONNECTING THE PANELS	

**COST TO INCLUDE PALLETIZING ITEMS AND LOADING PALLETS ON
FURNISHED TRUCK.**

PRODUCT AVAILABLE FOR PICK-UP: 24 HOURS FROM THE DATE OF ORDER

COST TO INCLUDE 9.25% RELEVANT SALES TAX

EXHIBIT A

**MINORITY-OWNED BUSINESS UTILIZATION PLAN
(MUST BE COMPLETED AND SUBMITTED AT CONTRACT AWARD)**

Company: _____
RFP: USED STEELCASE WORKSTATION

I, _____, do certify that on the following procurement opportunity
(Vendor)

_____, the following Minority-Owned Businesses will be utilized as
(Opportunity)
subcontractors, vendors, suppliers, or provide professional services:

Name	Description of Work	Contract Value	Joint Venture (Yes/No)	% of Minority Ownership	Certified (Yes/No)	Certification Agency

(If additional space is needed this form may be duplicated)

TOTAL CONTRACT VALUE: _____

TOTAL % OF MINORITY BUSINESS PARTICIPATION: _____

I hereby certify that MOB were unavailable as defined in the EBO program to submit bids to provide goods and services for this RFP/Bid's purpose.

Reasons for the "Unavailability":

The finalized EBO Form B shall not be changed or altered after award of a contract without approval from the Corporation. The Vendor is required to provide written notice describing the reasons for the change to the Corporation to obtain approval of any changes to this form.

Submitted by:

Authorized Representative Signature

Title

Date